

Directions for School Tap Sample Collection Procedures

These samples are being collected to determine the lead levels in your school, day care, or Head Start's tap water. This sampling effort is not conducted under federal regulation. It is optional and is being provided as a service to day care, Head Start and school facilities on Tribal lands.

Arrangements will be made with you, the authorized sample collector, to identify the number of samples that will be needed for the facility. Shipping methods will be arranged for you to receive the sample bottles and mail them back to the lab. The sampling will be scheduled with the lab so as to make sure that the results will be available in a timely manner.

Collect samples from a tap that has not been used for at least 6 hours, but not longer than 36 hours. The best time to collect samples is early in the morning before opening the facility. Sampling should be scheduled during times that school is in session (avoid periods when the building is unoccupied for long periods of time). Be sure to use all cold water taps that have been used for drinking water consumption in the past few weeks. The collection procedure is described below.

1. Stagnation: There must be a minimum of 6 hours during which there is no water used from the tap, or adjacent taps, where the sample will be collected. However, the tap must have been used within the past 36 hours – the schools should not be on a school break and taps should be used at a normal frequency. Early mornings prior to facility opening is the best sampling time to ensure that the necessary stagnant water conditions exist. Do not flush the water line before the start of the 6-hour period.
 - a. Follow up samples: The stagnation period for follow up samples needs to be the same time ± 2 hours, as the initial sample stagnation period.
2. For each sample, place the opened sample bottle below the faucet and open the cold water tap as you would do to fill a glass of water.
 - a. For initial 250 mL sample: Do not remove aerators prior to sampling. Fill the sample bottle to the line marked "250-mL" and turn off the water.
 - b. For Follow up 250 mL sample: Aerator is to be cleaned prior to stagnation period. Do not remove aerator after cleaning and prior to sampling. Fill the sample bottle to the line marked "250-mL" and turn off the water.
 - c. For Follow up 1 L sample: Do not remove aerators prior to sampling. Fill the sample bottle to the line marked "1-L" and turn off the water.

Note: The 250 mL mark is right above the shoulder of the bottle at the bottom of the neck. Please do not overflow the bottle. It is better to fill the bottle slightly less than 250 mL than too much.
3. Tightly cap the sample bottle.
4. On the Chain of Custody, write the following information:
 - a. The sampler's (your) name, position, signature and date.
 - b. The name of the drinking water tap (as identified in the drinking water inventory)
 - c. Date and time that each sample is being taken
 - d. Date and time that each tap was last used

- e. A unique sample ID for each sample
 - f. If applicable, write comments, including any potential abnormalities during sampling procedures. Examples: drinking fountain has additional water dripping from spout, drinking fountain flow is inconsistent and sample was not able to catch all, water pressure was high causing water to splash out of bottle, bottle was too big to fit under drinking fountain and water spilled, etc.
5. On the sampling bottle, write the sample ID, your initials, date and time of the sample, and general location. Write “none” in preservative box, and “lead” in analysis. See example in Figure 1.


SAMPLE ID ABC123	
SAMPLED BY RJB	DATE 5/24/17
	TIME 1022
LOCATION Boy's Bathroom	PRESERVATIVE none
ANALYSIS Lead	CLIENT
LOT#	 (800) 233-8425 www.essvial.com

Figure 1 Example Sample Bottle

6. Place the sample kit in the same box it was delivered in and mail the box back to the EPA Region 9 lab in accordance to the UPS shipping instructions. Include the chain of custody form.

Samples must be received by the lab within 14 days, so please ensure you return the samples promptly to:

Samples Receiving
 US EPA Region 9 Laboratory
 1337 South 46th Street, Building 201
 Richmond, CA 94804

- 7. Scan and email a copy of the completed Chain of Custody form to the Project Officer.
- 8. Call or email the laboratory to make sure that the lab receives the samples.

EPA Region 9 Laboratory Phone: 510-412-2389
 Email: R9rsc@epa.gov

- 9. Results from this monitoring effort and information about lead will be provided to you as soon as practical. However, if lead levels above the threshold are found, EPA Region 9 will immediately notify the appropriate individuals (usually 1-2 working days after EPA Region 9 learns of the tap monitoring results).

Call Karly Ho (EPA Region 9) at 415-972-3458 if you have any questions regarding these instructions.